

# Administration and Information Technology

City of Glasgow College

## Venues

City Campus

## Content

This two-year part-time course will prepare you with the knowledge and skills for a role in a broad range of administrative and IT roles or for further study leading to the second year of degree study in Business, Administration or IT based degrees.

The course includes:

IT in Business; Digital Technologies for Administrators; Recording Financial Transactions; Communication.

## Start Date

August

## Qualification

HNC

## Study Method

Part time (evening)

## Course Length

1 year

## Department

Administration and Human Resources

## Entry Requirements

1 relevant Higher plus 2 subjects at National 5, or relevant national qualifications at SCQF Level 5 or 6. Entry subject to interview.

## SCQF Level

7

## SCQF Points

«SCQFPoints»

## Progression Routes

HND Administration and Information Technology or employment in an administrative/senior administrative/managerial role.

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

City Campus  
190 Cathedral Street  
Glasgow  
G4 0RF

## Website

[www.cityofglasgowcollege.ac.uk](http://www.cityofglasgowcollege.ac.uk)